

Bulletin Number	8356BR
Type of Recruitment	Interdepartmental Promotional Opportunity
Department	Human Resources Countywide Exams
Position Title	SENIOR SECRETARY II
Rebulletin Information	<p>This announcement is a re-bulletin to reopen the filing period; update Salary Information and Essential Job Functions; clarify Special Requirement Information, Special Information and Examination Content.</p> <p>Persons who have already applied within the last twelve (12) months need not reapply, but may submit additional information by the last day of filing. The information must include your name, the correct examination title and number.</p>
Exam Number	R2101F
Filing Type	Open Continuous
Filing Start Date	05/20/2014
Salary Type	Monthly
Salary Minimum	3529.82
Salary Maximum	4622.18
Position/Program Information	<p>Acts as secretary to the head of a major division in a medium-sized County department.</p> <p>Typically, positions allocable to this class provide full-time secretarial assistance to the head of a major division or minor branch in a medium-sized County department typically having from 200 to 900 employees. In addition, also allocable to this class are positions in departments of lesser size characterized by the highly sensitive and complex work performed, positions in departments of larger size characterized by a work force providing non-technical general services, and, in Health Services, positions that head major nursing and administrative divisions in small hospitals. Also allocable to this class are positions which provide personal secretarial assistance to administrative support positions in a highly responsible supervisory staff capacity.</p> <p>Positions in this class are distinguished from Senior Secretary I by the assignment of more administrative tasks, the scope and complexity of subject matter, and the requirement to exercise greater independence in acting for the superior.</p>
Essential Job Functions	<p>Replies to both verbal and written communication.</p> <p>Screens telephone calls, furnishes requested information, refers calls to others better qualified, and personally takes care of those calls which do not require the attention of the supervisor.</p> <p>Makes appointments, keeps calendar, and schedules conferences, meetings and travel arrangements for supervisor.</p> <p>Acts as intermediary between supervisor and staff, transmitting messages, orders, and requests, both written and verbal, and when authorized acts in the supervisor's absence.</p> <p>Acts as liaison officer between the supervisor's office and other departments, agencies, and jurisdictions.</p> <p>Prepares inter-office notices, bulletins, and memoranda, including interpretations of departmental policy and the laws and regulations governing the activities of the office.</p>

Gathers data for general information purposes or special reports, contacting other departments, employees, agencies, and individuals for additional material as necessary, and may prepare reports for supervisor's approval upon request.

Checks material being submitted for supervisor's attention to ascertain that all relevant data, files, signatures, etc., are included.

Relieves supervisor of routine personnel, budget, and other operating details such as scheduling, timekeeping, and contacting the Chief Executive Office, Department of Human Resources, and other departments.

Keeps track of the execution of plans, improvements, and projects initiated by the supervisor and recommends improvements in departmental procedures.

Supervises lower-level clerical staff, as needed.

Requirements

MINIMUM REQUIREMENTS

One year of responsible secretarial experience at the level of Los Angeles County's class of Secretary I* or Secretary II*.

Typing Rate: 40 net words per minute.

Physical Class

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

**License(s)
Required**

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**Special
Requirement
Information**

* All classes in the Secretarial Group perform duties composed of essentially the same basic activities and operations. Positions in these classes are allocated when the work of the supervisor requires full-time personal secretarial assistance. The level of secretary allocated is related primarily to the level of supervisor served.

Withhold Information: Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements at the time of filing.

ALL INFORMATION INCLUDED IN THE APPLICATION MATERIAL, INCLUDING INFORMATION DESCRIBING OUT OF CLASS EXPERIENCE, WILL BE EVALUATED AT FACE VALUE TO DETERMINE QUALIFICATION. VERIFICATION OF EXPERIENCE LETTER IS NOT REQUIRED. PLEASE NOTE THAT ALL INFORMATION INCLUDED IN THE APPLICATION MATERIALS IS SUBJECT TO VERIFICATION AT ANY POINT DURING THE EXAMINATION AND HIRING PROCESS, INCLUDING AFTER AN APPOINTMENT HAS BEEN MADE. FALSIFICATION OF ANY INFORMATION MAY RESULT IN DISQUALIFICATION.

**Examination
Content**

PLEASE NOTE: APPLICATIONS WILL BE SCREENED FOR MINIMUM REQUIREMENTS AFTER THE ADMINISTRATION OF THE WRITTEN TEST. IF YOUR APPLICATION DOES NOT CLEARLY STATE THAT YOU MEET THE MINIMUM REQUIREMENTS IT WILL BE DISQUALIFIED AT THAT TIME REGARDLESS OF WHETHER OR NOT YOU PASSED THE WRITTEN TEST.

This examination will consist of TWO (2) parts:

Part 1: A written test weighted 100% that contains both computerized and paper-and-pencil components covering written expression, reading comprehension, data analysis and decision making, office practices and procedures, customer service, achievement

and orientation, dependability, customer service potential, customer focus, conscientiousness, and retention.

TRANSFER OF SCORES:

Applicants that have taken identical written test part(s) for other exams within the last 12 months, will have their written test responses for the identical test part(s) automatically transferred to this examination.

This examination contains test parts that may be used in the future for new examinations. Your scores will be transferred to the new examination and may not be allowed to re-take any identical test parts for at least 12 months.

Part 2: A qualifying typing performance test.

A typing performance test will be administered to candidates who successfully pass the written portion of this examination. Candidates will be allowed **ONLY ONE** (1) attempt to pass the typing performance test. Candidates' resulting typing scores will be applied to the appropriate and corresponding lists.

The Secretary Series requires a typing proficiency at 40 words per minute.

The following candidates are exempt from taking the County typing test:

- a) Those candidates who, in the service of the County of Los Angeles, currently hold or have held a typing position that meets the minimum typing skill requirement of the subject examination.
- b) Candidates who have taken and passed a Los Angeles County typing performance test administered by a County Department that meets the minimum typing skill requirement of the subject examination. Applicants must attach a copy of the typing certificate to their application.
- c) Candidates who possess a Certificate of Typing Proficiency issued by the Department of Human Resources (DHR or issued by an organization with an established partnership with DHR such as the Los Angeles Unified School District that meets the minimum) typing skill requirement of the subject examination. Applicants must attach a copy of the typing certificate to their application.

Invitation letters for any test components may be sent to candidates via electronic mail. It is important you provide a valid e-mail address. Applicants who do not pass the written test will be notified by U.S. Mail. Scores cannot be given over the telephone.

WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

Applicants must meet the Minimum Requirements, pass the qualifying typing performance test, and receive a passing score of 70% or higher on the weighted part of the examination in order to be placed on the Eligible Register.

Special Information

Study guides and other test preparation resources are available to help candidates prepare for employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at <http://hr.lacounty.gov/>. Please click on Job Info Center, then click on Employment Test Preparation.

You can also access practice tests for the computerized version of the test by going to the following website:

<http://www.shldirect.com/en/practice-tests/>

While these practice materials will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

**Vacancy
Information**

The resulting eligible register will be used to fill vacancies throughout Los Angeles County. Departmental eligible registers may be established upon request by departments having this class.

**Eligibility
Information**

Applicants will be processed on an as-received basis and promulgated to the eligible register accordingly.

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.

No person may compete in this examination more than once every twelve (12) months.

**Job Opportunity
Information**

Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements.

Full-time unclassified employees who have not successfully completed their initial probationary period in a classified position in the County of Los Angeles, must have at least six month of full-time experience in the unclassified service at the time of filing.

**Application and
Filing Information**

APPLICATIONS MUST BE FILED ONLINE ONLY.
APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED.

INSTRUCTIONS FOR FILING ONLINE:
Apply online by clicking the link that reads "Apply to Job". You can also track the status of your application using this system. Any required documents must be uploaded before the promulgation of the list. We must receive your application and additional documents if any by 5:00 pm, PST, on the last day of filing.

All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made.

This examination will remain open until the needs of the service are met and is subject to closure without prior notice.

Fill out your application completely. The acceptance of your application depends on whether you have clearly shown that you meet the minimum requirements. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned. If your application is incomplete it will be rejected.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:
For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD:
All applicants must file their application online using their OWN user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

SOCIAL SECURITY NUMBER: All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

**County of Los
Angeles
Information**

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program,

Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

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Job Field	Secretarial
Job Type	Administrative Support